



JOB DESCRIPTION

Position Title: **Staff Assistant**

Working Title: **Delivery Driver/Clerk**

Class Code: 5330 Non-Exempt EEO Code: 06 Effective Date: August 30, 2002

Major Function

Performs duties of receiving, sorting, and delivering mail, supplies, materials, and equipment between various sites and facilities.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Drives delivery vehicle to transport materials, mail, equipment, and supplies between all departmental offices and other County facilities.

Lifts and transports heavy boxes, supplies, furniture, and equipment. Gathers packages, letters, and post cards, and prepares them for mailing as necessary. Delivers packages to the Post Office and runs other errands as needed. Operates standard office equipment such as a personal computer, electronic postage meter and scale, photocopier. Performs clerical duties as assigned.

Maintains logs and other mileage reports for delivery vehicle. Performs minor preventive maintenance checks as prescribed by Fleet Services.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of arithmetic, Business English, and modern record-keeping methods. Knowledge of traffic signs, signals, and traffic regulations.

Ability to maintain accurate records and prepare routine reports. Ability to work independently in carrying out assignments to completion. Ability to maintain good physical condition sufficient to pick up heavy boxes of books and equipment.

Skilled in the operation of a delivery van.

High School Diploma or GED and six (6) months' experience in keeping stock, delivering supplies, and maintaining inventory records.

Must possess and maintain a valid Florida Non-Commercial Class "D" Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes working in a general office setting and working outside the office to deliver mail, supplies, and materials to various sites and locations. Position requires incumbent to drive a County vehicle and to do lifting of packages and materials weighing in excess of 30 pounds.